



A.M.C. MEDICAL EDUCATION TRUST

Read : 1) Office Order No.AMCMET/Est.1728 dt.23-01-2019

OFFICE ORDER

With reference to office order no. AMCMET/Est.1728 dt. 23-01-2019, late coming or early leaving upto one (1) hours for every three (3) instance will attract one (1) leave from leave balance of an employee during a month.

In case of no leave balance, it will be considered as "Leave without pay".

i.e. If an employee comes late for one (1) hour upto 10:00 a.m. or leave office early for one (1) hour between 4:00 p.m. to 5:00 p.m. (On Saturday between 12:00 noon to 1:00 p.m.), then for every such three instances (late coming or early leaving both included), one (1) leave will be deducted from leave balance of an employee during a month.

If an employee comes after 10:00 a.m. or leaves before 4:00 p.m. (On Saturday before 12:00 noon), It will be considered as absence.

No other relaxation for late coming and early leaving within office hours is allowed.

This order will come in force with immediate effect.

Dt. 29/01/2019

Deputy Municipal Commissioner & Secretary
AMC MET

CC to

1. Dean NHL MMC/AMC MET Medical /AMC Dental College
2. Medical Superintendent All Hospitals.
3. Principal Physiotherapy College

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